

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Marine Life Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates the design and installation of all aquatic exhibits and life support systems. Responsible for the health of fresh and saltwater animals. Performs aquarium related administrative duties through long term planning, budgeting, purchasing, and exhibit planning.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Manages daily operations of the Aquarium by conducting inspections, acquiring marine and freshwater organisms, servicing and maintaining pumps, motors, and filtration systems, and rehabilitating in-house organisms, wild animals, and pets brought to the Center.
2	L	Performs aquarium related administrative duties by budgeting, purchasing, planning exhibits, developing and preparing long term plans, enforcing aquarium procedures and protocol, participating as Sea Team leader police (Norfolk, Portsmouth, Chesapeake, Suffolk) promotional assessment, and developing strategic planning including cost efficient measures, marketing efforts, and promotions.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a biological or chemical profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License, ISS Diving Certification
Reading	Work requires the ability to read various documents, articles, books, manuals relating to disease, medication, therapy, cutting edge development on animal behavior and thesis work on sharks and fish. MSDS specifications, chemical or caustic/hazardous materials, scientific identification reference materials, weather charts and maps, general correspondence and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division including conversion equations, weights and balances, chemical and medical dosages for animals, system circulation and time growth curves.
Writing	Work requires the ability to write department procedures, daily routine tasks, purchase orders for all new exhibit or programs for Aquarium, lectures, articles for publishing, general correspondence and memorandums.
Managerial	Managerial responsibilities include planning projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Water changes, food prep, cleaning, water conditioning, lab cleaning, tank maintenance, repairs and installments
Sitting	F	Water changes, presentations, data entry, purchase orders, research lectures
Walking	C	Day to day maintenance
Lifting	O	For day to day operations
Carrying	F	Water barrels, equipment pumps, filtration, animals, storage materials
Pushing/Pulling	C	Water barrels, equipment pumps, filtration, animals, storage materials
Reaching	C	Lighting storage materials, hosing, biofiltration towers, water source, wires
Handling	C	Equipment, barrels, salt boxes, portable holding systems
Fine Dexterity	F	Sample collection, chemical analysis, drive gear, equipment repair
Kneeling	C	Cleaning tank, accessing crew spaces, lighting, power sources
Crouching	C	Accessing uniquely challenging exhibits and service areas, in animal acquisition
Crawling	C	Accessing uniquely challenging exhibits and service areas, in animal acquisition
Bending	C	Accessing cabinet, challenging exhibit spaces, lighting, plumbing, piping
Twisting	C	Water changes, general maintenance, day to day operations
Climbing	C	Reach tank openings, administer food, medicines, chemicals, cleaning and installation
Balancing	C	Ladders, catwalks, tank rims, slippery surfaces, crawl spaces
Vision	C	Animal behavior, computer, reading, analysis, driving, surgical procedures
Hearing	C	Pump functions, communications, animal jumping, rowdy public
Talking	C	Communication, animal acquisition, contacts, educational talks, promotions
Foot Controls	O	Driving, walking on wet surfaces
Other (specify)	O	Diving

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

PH meter, do meter, microscope, chemical test kits, dissecting equipment, filters, chemicals, pumps/motors, battery outfitted life support system, sterilization vats, filtration mesh, general hand tools, motorized saws, lighting equipment, ballasts, Microsoft Qbasic, Internet, Microsoft Office, photo editor, power point, vista 3.0

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	W
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Various field locations

PROTECTIVE EQUIPMENT REQUIRED:

Safety equipment, eye, hand, body gear, microbial cleanser, dive gear, specified tools

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)